

## SPECIAL POINTS OF INTEREST:

- Using old fingerprint cards defeats the purpose of fingerprint based information
- New fees for criminal history background check services

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# CRD Newsletter

WASHINGTON STATE PATROL

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## New Fingerprints Needed for Each Arrest Event Submitted by: Jennifer Perry

The Washington State Patrol Identification and Criminal History Section (Section) is the central repository for criminal history record information (CHRI) for the state of Washington. Pursuant to RCW 43.43.735 (1), when an arrest event takes place, the individual's fingerprints are taken and submitted to the Identification and Criminal History Section where they are verified and either entered to an already established criminal history record or a new record is created for that person. Each arrest event needs to have a new set of fingerprints taken. (A copy of the RCW is provided below for your reference.)

After submitting fingerprints to the section, please be sure to check your responses to ensure the fingerprints weren't rejected. If the prints were rejected, please take another set of fingerprints and submit them. Please do not resubmit the rejected prints, or use a prior fingerprint card for that individual, or white out previous information to create a new card. Using old cards and altering them, calls into question the authenticity of the fingerprints and the information, thereby, defeating the purpose of fingerprint based information. If we receive fingerprint cards that have been altered, the agency will be contacted. In order to have the most complete and accurate CHRI, be sure to take fingerprints at the time of arrest. If an individual is cited and released without fingerprints taken and submitted, when the section receives the disposition, we are unable to match it to an arrest in our database and we are unable to retain that information. Since the individual was never fingerprinted, the arrest will not show up on their record. If an individual is in court, it can be ordered for them to get fingerprinted at that time. This is acceptable because the individual's identity can be verified.

RCW 43.43.735 (1) states, "It shall be the duty of the sheriff or director of public safety of every county, and the chief of police of every city or town, and of every chief officer of other law enforcement agencies duly operating in this state, to cause the photographing and fingerprinting of all adults and juveniles lawfully arrested for the commission of any criminal offense constituting a felony or gross misdemeanor. (2) It shall be the right, but not the duty, of the sheriff or director of public safety...to photograph and record the fingerprints of all adults lawfully arrested."

If you have any questions or would like additional information, please contact Ms. Jennifer Perry, Criminal History Supervisor at (360) 534-2113 or [Jennifer.Perry@wsp.wa.gov](mailto:Jennifer.Perry@wsp.wa.gov).

# DID YOU KNOW....

Submitted by Deborah Collinsworth



- When an agency conducts a state and federal fingerprint based background check on an applicant for employment or licensing purposes, the federal response includes a search of all NCIC person files: Foreign Fugitive, Gang, Identity Theft, Immigration Violator, Known and Appropriately Suspected Terrorist, Missing Person, Protection Order, Supervised Release, US Secret Service Protective, Wanted Person, National Sex Offender Registry.
- The 2012 Washington State Legislature passed ESB 6296 which:  
 Authorizes a person (subject of record) to request a copy of his or her non-conviction criminal history on file at WSP for a \$10.00 fee.  
 Excludes police incident reports from the definition of criminal history record information.  
 Harmonizes sections of the Criminal Records Privacy Act and the Child and Adult Abuse Information Act for consistency thereby authorizing that the same information is disseminated under both chapters.
- The 2010 Washington State Legislature passed Senate Bill 6288 which allows the authority of counties, cities, and towns to request state and federal fingerprint based background checks of license applicants or licensees in occupations specified by ordinance for the purpose of receiving criminal history record information by county, city or town officials, and code city officials. If your agency is interested in obtaining more information on how to implement, please contact Ms. Deborah Collinsworth at (360) 534-2102 or [Deb.collinsworth@wsp.wa.gov](mailto:Deb.collinsworth@wsp.wa.gov)
- Washington State Patrol is a member of the Western Identification Network (WIN), which provides our Automated Fingerprint Identification System (AFIS) services. This system is used to process latent prints, criminal arrest fingerprints, and applicant fingerprint background check submissions received from criminal justice agencies, other governmental entities, and businesses throughout the state.

After about 20 years with the same AFIS vendor, WIN is beginning the process to competitively procure a replacement system, now called Automated *Biometric* Identification System (ABIS). The procurement occurred during 2011, and the implementation and acceptance testing will be done during 2012 and implementation will begin in 2013 for all WIN states. Washington is scheduled for implementation in December 2013.



# PROPOSED FEE INCREASE NOTIFICATION

Submitted by Deborah Collinsworth

The Washington State Patrol recently conducted a rate study regarding criminal history background check services provided by the Identification and Criminal History Section. As a result of this study, we anticipate that fees for background checks will change to the amounts outlined below. The anticipated fee changes will be effective July 1, 2013, pending legislative approval:

Paper Name and Date of Birth Request: \$26.00 (current \$17.00)

Electronic Name and Date of Birth Request (WATCH): \$13.00 (current \$10.00)

HUD Requests: \$13.00 (current \$10.00)

Mailed Fingerprint Submissions: \$31.00 (current \$26.00)

Electronic Fingerprint Submissions: \$26.00 (current \$16.00)

Background check rates have not changed since July 2009. These changes are primarily due to reductions in state funding. The Federal Bureau of Investigation fingerprint background check fee rate will remain \$16.50.

We will notify you as soon as we have additional information regarding changes to background check fees. Please feel free to contact Ms. Deborah Collinsworth at (360) 534-2102 or Ms. Jo Williams at (360) 534-2165 if you have further questions.

## Livescan Sex/Kidnapping Offender Registrations

Submitted by Kimberly McParland and Kimberly Flores

The submission requirement for the Washington State Patrol (WSP) to send sex offender registration (SOR) and related information to NCIC is three days. In light of this requirement, we are requesting agencies to send the registration and photo on the same day or within three days of each other.

In September 2009, the Identification and Criminal History Section started accepting sex/kidnapping offender registrations (SOR) via livescan and the below e-mail was sent out to all agencies:

*The WSP SOR Unit created an e-mail box entitled [SORLIVESCANphotos@wsp.wa.gov](mailto:SORLIVESCANphotos@wsp.wa.gov) to submit photos when a registration has been submitted via livescan. We do not have the capability to send/receive photos via the livescan device. Please submit a **color** photo with the following information in the subject line: Name, DOB, and SID (if applicable). Please include the registration date in the body of the e-mail. This will help ensure that each photo is posted to the correct record and registration date. This mailbox is for livescan submitted registrations and corresponding photos only.*

*If you would like to submit an updated photo on a current registrant, please continue using [SORSUBMISSIONS@WSP.WA.GOV](mailto:SORSUBMISSIONS@WSP.WA.GOV) for these photos, as well as any other SOR related information you wish to send electronically. If you have any questions, please contact The Criminal History Support and Sex Offender Registry Unit at (360) 534-2000.*

In an effort to assist your agency in successfully submitting sex/kidnapping offender registrations electronically, listed below are several “helpful hints”. Following these will ensure SOR livescan submissions are entered in an accurate and timely manner. Please note that a “complete” registration consists of a fingerprint card and a photo. You will not be reimbursed for a registration without the two components.

1. Ensure all livescan photos and electronic transmissions of prints (registrations) are submitted on the same day or within three days of each other.  
**NOTE:** Any photo or registration received will be rejected after three days if it is incomplete. Please contact our office if you have difficulty with a transmission of prints or a photo.
2. One photo per e-mail only; this helps to ensure we have the correct information for each registration.
3. For out-of-state offenses, list the actual offense in the body of the e-mail. It will be added to the record by WSP.
4. Only SOR livescan photos are sent to the [SORLIVESCANPHOTOS@WSP.WA.GOV](mailto:SORLIVESCANPHOTOS@WSP.WA.GOV) mailbox.
5. List any additional helpful information regarding the registration in the body of the photo e-mail.
6. Questions regarding any livescan submission should always include the TCN number for reference.

Thank you for your assistance in ensuring livescan registrations are received accurately and timely. Again, if you have any questions please contact the Criminal History Support and Sex Offender Unit at the above listed phone number.

